



May 29, 2015

Ryan McDermott  
1900 L Street NW  
Suite 400  
Washington, DC 20036

Dear Mr. McDermott:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2015-000717), dated April 25, 2015, in which you requested "all documents and correspondence (including digital correspondence) related to the process of an agency contracting the GSA's 18F lab for services, including the fee or rate structure the GSA charges agencies".

On May 21, 2015, you clarified your request during a conference call. In response to that clarification we are providing the following information surrounding the government's use of Interagency Agreements (IAA) and 18F's labor rate calculation methodology:

1. Documentation surrounding the government's use of 7600A and B forms.

Please see the enclosed 7600A and 7600B forms along with the IAA instructions. 18F follows the IAA process facilitated by the Bureau of the Fiscal Service ("BFS") in the U.S. Department of the Treasury ("Treasury"). The BFS maintains Financial Management Standardization Form 7600A and Form 7600B to facilitate a standardized Inter-Agency Agreement process. Those forms, and their instructions, can also be accessed at [http://www.fiscal.treasury.gov/fsreports/ref/fincMgmtStdzn/iaa\\_forms.htm](http://www.fiscal.treasury.gov/fsreports/ref/fincMgmtStdzn/iaa_forms.htm). 18F uses both Form 7600A and 7600B to enter into IAAs with Requesting Agencies.

2. Documentation regarding the 18F process to execute IAAs.

Please see the attached 18F IAA Frequently Asked Questions (FAQ) document and IAA Process Map. 18F enters into IAAs by completing Form 7600A and Form 7600B as directed by instructions accompanying the forms. To facilitate the completion of agreements, 18F shares an IAA FAQ document with Requesting Agencies as well as an IAA Process Map for Clients. Further, 18F staff works closely with staff from Requesting Agencies to ensure the data on the required forms is accurately completed. Once complete to the satisfaction of both program offices, the documents are sent for signature from the required Agency Officials.

3. The methodology 18F utilizes to calculate labor rates, and estimate project total cost.

18F, with support from GSA's Chief Financial Officer, estimates total expected costs for the upcoming six-month period. These amounts include direct costs (i.e. salary and benefits), as well as indirect costs (i.e. 18F's share of the various GSA central

services). Then total costs are divided by the number of hours 18F employees are projected to work on projects for which costs will be reimbursed by another organization within GSA or another federal agency. This aggregate or blended rate is then further refined based on the projected grade-level distribution of 18F employees in the given period.

4. And the Federal law and regulations which permit 18F to enter into IAAs.

18F is financed through the Acquisition Services Fund on a reimbursable basis with customer agencies and is managed through GSA's Office of Citizen Services, Innovative Technologies, and 18F. Generally, 18F executes IAAs pursuant to the authorities of the Economy Act, 15 U.S.C. 1535.

This completes our action on this request. Should you have any press related questions concerning this matter, please contact Ms. Teresa Wykpisz-Lee at [teressa.wykpisz-lee@gsa.gov](mailto:teressa.wykpisz-lee@gsa.gov).

Sincerely,

*Travis Lewis*

Travis Lewis  
FOIA Program Manager

Enclosures